

CHAPTER 511

POSITION CLASSIFICATION

APPENDIX B

CLASSIFICATION APPEALS

1. **TIME LIMITS FOR FILING AN APPEAL.** There is no time limit for filing a position classification appeal. However, an appeal filed to reverse an unfavorable classification action (change to lower grade) will be retroactive only if it is filed within 15 calendar days from the effective date of the classification action. If the initial appeal in these circumstances is made to Department of Defense (DoD) and the DoD decision does not reverse the local action, a subsequent appeal may be made to the Office of Personnel Management (OPM). However, for the OPM decision to retroactively change the local decision, this appeal must be made within 15 calendar days from receipt of the DoD decision.

2. **CONTENT OF APPEAL.** An employee's formal appeal to either DoD or OPM must be in writing and must provide the following information:

- a. Name, mailing address and office telephone number.
- b. Employing agency and location within the agency (activity name and mailing address).
- c. Exact location of the position (activity, department, branch, section, unit, as applicable).
- d. Present title, pay plan, series and grade of the position being appealed.
- e. The requested pay plan, title, series and grade of the position being appealed.
- f. A copy of the official position description (PD) along with a statement concerning its accuracy signed by the employee and supervisor. If the employee alleges that the PD is not accurate, the appeal will be returned.
- g. Reasons why the employee believes the position is erroneously classified. The employee should refer to position classification standards that support the appeal and should state specific points of disagreement with the agency's classification. A statement of facts which the employee thinks may affect the classification decision may also be included.
- h. Name, address and business telephone number of the employee's representative, if any.

3. **PROCEDURES FOR APPEAL TO DoD.** General Schedule (GS) employees have the right to appeal initially to either DoD or OPM. Federal Wage System (FWS) employees must appeal to DoD first. Appeals within DoD are in the form of a letter and should be addressed, via HRO Norfolk, to the Defense Civilian Personnel Management Service, Field Advisory Services,

Classification Department, 1400 Key Blvd., Arlington, Virginia 22209-5144. Adjudication of an appeal under this provision represents a final decision that cannot be further appealed within DoD. Unfavorable DoD decisions may be appealed to OPM.

4. PROCEDURES FOR APPEAL TO OPM. Any GS employee may appeal directly to OPM. Appeals to OPM must contain the information indicated in paragraph 2 above, and should be addressed to the Director, OPM Atlanta Oversight Division, 75 Spring Street, S.W., Suite 972, Atlanta, GA 30303-3109 for positions located within the state of Virginia. For positions outside the state of Virginia the address for the appropriate OPM Regional Office may be obtained from the servicing Classification Specialist at HRO Norfolk. OPM appeal decisions are final and cannot be further appealed.